

Shelby County Government Vendor Application Important Things to Know

The new online vendor applications process is a one stop process that will allow the vendor to submit all of the information necessary to become a qualified vendor for Shelby County Government. The application has been designed to streamline the process while allowing the vendor to receive email updates during the process. This process allows the vendor to qualify for a vendor number as well as an Equal Opportunity Compliance (EOC) certification. In order to be a fully qualified vendor, you must qualify for both designations through this process. If you have any questions or need further clarification regarding the EOC certification then you are advised to call 901-545-4336 to speak to a representative of the EOC Administration.

Each vendor **MUST** have a valid email address/account in order to register. Updates and notifications of your approval will only be sent via email. If you do not currently have an email account then you are encouraged to visit one of the following email carriers that offer free email accounts: yahoo or hotmail. You are not limited to those carriers, so feel free to investigate the numerous resources that are available to you.

For those who do not have regular access to a computer, a kiosk station will be located in the Purchasing Department, Suite 550 @ 160 N. Main St, Memphis, TN 38114 and available Monday – Thursday, 10:00 a.m. - 2:30 p.m. For additional resources we do have a list of public library locations that have computer stations that are available to the public at no charge.

FACTS

- ALL vendors who provide products, goods, equipment or services to Shelby County are required to go through the on-line vendor application process (regardless of past business relationships established through the paper process).
- All vendors of Shelby County Government are required to have a valid Vendor number and EOC (Equal Opportunity Compliance) certification prior to conducting any business that requires payment.
- Vendors that do not have a valid Vendor & EOC certification will not receive payment until the proper paperwork is completed.
- Your on-line application will not be processed until an original signed W-9 form has been received in the Purchasing office. The on-line application process will walk you through the instructions on how to complete this step.
- If you have any questions about how to obtain a Vendor number you may contact Purchasing at 901-545-4360.
- If you have any questions about how to obtain an EOC number you may contact the EOC Administration at 901-545-4336.
- **Due to the mass re-certification process, please know the process may take up to two weeks or ten (10) business days. Please do not call for status updates. You will be notified electronically during the process.**